

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5360

**TITLE:** CODE COMPLIANCE INVESTIGATOR III

**GRADE:** S-25

**DEFINITION:**

Under general supervision, serves as an investigator for the Department of Code Compliance; enforcing ordinances and codes and investigating complaints and violations in a three particular area of codes and ordinances (property maintenance, zoning ordinance and unpermitted construction violation); requiring the exercise of independent judgment and initiative; and performs other duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

All Code Compliance Investigators positions are established at the Code Compliance Investigator II level. Incumbents classified as Code Compliance Investigator II must be proficient and have two certifications; whereas incumbents serve in an underfill capacity as a Code Compliance Investigator I until successful completion of a prescribed training program and certification in a second discipline. All Code Compliance Investigators must be proficient in and certified in property maintenance.

**ILLUSRATIVE DUTIES**

Conducts initial interviews over the phone or face-to-face with complainants to determine the exact nature of complaint and requests further pertinent information;

Investigates zoning, property maintenance, noise ordinance, and/or unpermitted construction complaints;

Addresses life safety issues as priorities (unsafe construction, overcrowding and unsanitary conditions such as hoarding);

Advises violators of ordinance requirements and seeks to gain voluntary compliance;

Develops investigation plans and coordinates with other agencies or investigators;

Conducts field investigations and gathers as much evidence as possible within constitutional/fourth amendment constraints;

Gathers evidence such as photographs, violator and witness statements, and computer and file research;

Conducts field interviews with violators;

Recommends the opening of additional cases where the type and extent of violations merits;

Prepares automated reports of investigation findings, citing violations of applicable codes based on analysis of investigation findings and maintains investigation files;

Records coded entries in designated database for tracking purposes;

Ability to perform research, interpret regulations, legal precedents and court cases;

Ability to gather evidence, interview individuals, and recognize/analyze

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Prepares and issues Notice of Violations, Stop Work Orders, Corrective Work Orders, Unsafe structures reports, memoranda and other correspondence and initiates corrective procedures to obtain voluntary compliance;  
Prepares evidentiary chronologies and Rule to Show Cause for submission to the County Attorney's Office for the purpose of civil litigation;  
Prepares evidentiary material and for presentation in general district court for the purpose of unclassified misdemeanor prosecutions;  
Prepares evidentiary material and for presentation in general district court for the purpose of unclassified misdemeanor prosecutions;  
Employs unique investigative techniques such as stake-outs, neighborhood canvasses, etc. in order to gain critical information relating to cases;  
Swears to civil affidavits and criminal summonses;  
Testifies in civil and criminal court proceedings, Board of Zoning Appeal hearings, and Board of Building Code Appeal hearings;  
Responds to citizens' queries concerning zoning and property maintenance and other matters;  
Appears at civic association meeting to present educational material;  
Condemns and placards unsafe structures which are dangerous to life, health, and safety of occupants and the general public and board up entrances and openings into the structure;  
Condemns and placards unsafe structures which are dangerous to life, health, and safety of occupants and the general public and board up entrances and openings into the structure;  
Conducts follow-ups to ensure that violations have been abated or court ordered mandates have been implemented;  
May assist in the preparation and/or review of draft amendments to the Zoning Ordinance.  
May coordinate with other county/state/federal agencies when issues have overlapping or joint responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of State laws, County codes and ordinances governing land use, zoning, property maintenance, building, and related code provisions;  
Knowledge of investigative techniques and procedures including interviewing and fact finding, related to code and ordinance enforcement;  
Ability to read and interpret, regulations, legal documents, maps, and building plans;  
Ability to prepare clear, concise, and accurate reports;  
Ability to use personal computer software and accesses centralized information systems to retrieve and enter data;  
Ability to communicate effectively with county residents, code violators, complainants and neighborhood groups;  
Ability to maintain appropriate and professional demeanor in all situations, including threatening and/or adverse circumstances;  
Ability to serve as a witness;

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Ability to prepare comprehensive, accurate reports on observations made during an investigation;

Ability to interact with individuals from various racial, ethnic and socioeconomic groups;

Ability to diffuse hostility, elicits information, and gain cooperation;

Ability to use technical and photographic equipment for visual evidence and measurement of light/glare, and sound levels;

Ability to communicate clearly and concisely, both orally and in writing; and to properly articulate the corrective action necessary to clear a violation;

Ability to handle complex negotiations with tact, resourcefulness and judgment; Ability to oversee multiple investigations;

Ability to deal tactfully and effectively with the public, civic groups, homeowner associations, and to foster cooperative citizen and neighborhood involvement;

Ability to coordinate resources with members of other County agencies such as the County Attorney's Office, Child Protective Services, Adult Protective Services, the Police Department, the Fire Department, the Health Department, the Department of Planning and Zoning, the Department of Public Works and Environmental Services, Tax Administration and the Board of Supervisors;

Ability to deal tactfully with opposing attorneys, realtors, bank and/or lending institution representatives, judges, and counterparts in other jurisdictions; Ability to work odd schedules and/or weekends to investigate those types of complaints that require drastically modified work schedules;

Ability to work outdoors in extreme weather;

Ability to work effectively in unsanitary environments;

May perform field training for new employees.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's Degree in a field of study related to the enforcement of environmental and property maintenance codes such as urban planning, biological or environmental science, law enforcement, legal studies or a related field, (experience performing land use, zoning, building, public safety, or related code enforcement, inspection, investigative or abatement work);

PLUS two years of experience as a Code Compliance Investigator II or equivalent.

**CERTIFICATES AND LICENSES REQUIRED:**

Must have and maintain a valid Motor Vehicle Driver's License;

Completion of at least one certification in **three or more** of the following areas:

**Property Maintenance**

Certification by the Virginia Department of Housing and Community Development in Property Maintenance;

**Zoning**

Demonstrated competency in and knowledge of the Fairfax County Zoning Ordinance or equivalent as directed by the department;

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**Building**

VDHCD certification in each of the four disciplines (building, electrical, plumbing and mechanical) in residential construction;

VDHCD certification in each of the four disciplines (building, electrical, plumbing and mechanical) in commercial construction;

**Fire**

Certification as ICC Fire Inspector I;

Certification in National Fire Academy R102 (Plan Reviews for Inspectors);

**Health**

Any combination of competency, certification, training, education or experience acceptable to and as determined by the Health Code Official for appointment as a technical agent;

Certification by the Virginia Department of Housing and Community Development within twelve (12) months of appointment in Property Maintenance.

ESTABLISHED: February 7, 2011